



# Holy Cross School

300 Dubuc Street, Winnipeg, MB, R2H 1E4  
Voice (204) 237-4936, Fax (204) 237-7433  
Principal [acap@holycrossschool.mb.ca](mailto:acap@holycrossschool.mb.ca)  
[www.holycrossschool.mb.ca](http://www.holycrossschool.mb.ca)

## Before & After School Program Information

### Program Philosophy

The Holy Cross School Before & After School Program, operates to offer families affordable, safe and nurturing child care services, before and after school each day. The program is under the direct responsibility of Holy Cross School Inc. and it employs two child care workers, easy access out through the gym entrance at 290 Dubuc Street. The open area cafeteria will be utilized for small homework groups, games and will be supervised.

\*If using the Program, please pack an extra snack/juice box for your child/children.

### Special features of the Before & After School Program in the classroom include:

- ✓ Early opening – 7:00 a.m.
- ✓ Late closing – 5:30 p.m.
- ✓ Organized activities
- ✓ Outside play for participants (weather permitting)
- ✓ Well supervised care for all participants
- ✓ Monthly payment schedule

### Hours of Operation

Morning – 7:00 a.m. – 8:25 a.m.

Afternoon – 3:00 p.m. – 5:30 p.m.

On days when there is early dismissal the program opens at dismissal time and remains open until 5:30 p.m.

**The program is not open on days when school is closed for students.** If school is closed due to inclement weather conditions, the Before & After School Program is also closed.

### Daily Fees

Regular Sessions

- \$3.50 for each morning session
- \$5.00 for each afternoon session

### Payment Schedule

**Each family participating in the program will receive a monthly statement at the beginning of each month starting in October. Payments are due by the 15<sup>th</sup> of each month. Cheques are made payable to Holy Cross School Inc. Special arrangements are made to provide statements and payments in the month of June.**

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### Participant Arrival & Departure

Morning

- All participants enter the program area via the office entrance. Participants must be signed in by a parent or adult\*responsible for dropping the participant off at the Program.

Afternoon

- All participants enter the program after dismissal from their classrooms.
- The child care providers will ensure students are signed upon arrival.
- Family members must pick up their child at the Program room via the school office doors.
- Parent(s)/adults\* picking up participants must sign them out before leaving.

\*Child care providers must have the names of all adults who at any time may be picking up a program participant. If the names of no other adults are provided Program participants will be released to **no one** other than the parent(s)/legal guardian(s).

### Expectations for Behaviour

The following expectations are in accordance with the general code of conduct in place for all students of Holy Cross School

Participants are expected to:

- Speak and act in a respectful manner to other participants and child care providers.
- Wear appropriate footwear at all times during the Program.
- Remain in the designated area at all times.

### Parental Contact

At any time when the Program is in session parent(s) may contact the child care providers by calling 237 - 9153. Any parental concerns may be addressed with child care providers and the school administration.

### Illness/Medical Problem

If a Program participant becomes ill or experiences a medical problem a child care provider will contact a parent, explain the situation and request that a parent pick up the participant. If a parent cannot be reached a call will be made to an emergency contact listed on the Before & After School Program registration form.